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MAY 24 1954

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT: Logistics Office Objectives Review, Third Quarter, Fiscal Year 1954

REFERENCE: Memorandum, this Office, Subject: Logistics Office Objectives Review, Second Quarter, Fiscal Year 1954, 4 February 1954

1. Logistics Office objectives for fiscal year 1954 were reviewed at the end of the third fiscal year quarter. Analysis included objectives completed during the third quarter, additional objectives established during the quarter and the status of objectives remaining to be accomplished during the fourth.

2. During the third quarter of FY-54, the following major objectives or projects were completed by organizational elements of the Logistics Office:

a. Qualifications of Agency personnel occupying logistics positions were reviewed and employees have been notified of the award of Logistics Career Designations.

b. An orientation program was established for new employees.

c. A total of 66 Agency Logistics Regulations have been developed to date and submitted to the Regulations Control Staff, DD/A, for processing and publication.

d. Logistical support base studies were completed for [REDACTED]

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e. A procedure was developed and implemented to provide for the flow of documents in connection with Letter Order purchases and shipments through [REDACTED]

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f. A program was developed and implemented to train chauffeurs and dispatchers assigned to the Headquarters Motor Pool.

g. A detailed study was made of Headquarters vehicle requirements with the result that 7 vehicles will be disposed of not later than 30 June 1954.

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h. Current field supply procedures were installed in field stations located in EE and NEA areas.

1. A Special Accounts Section was established to maintain records of accountability for materiel held by non-accountable field stations and materiel allocated to Headquarters controlled projects.

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k. Printing plant equipment was modernized to improve service in connection with OKR

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3. The following additional objectives and major projects were established during the third quarter of FY-54:

a. Develop job requirements, qualification standards, position classification standards, and employee performance standards for logistics positions.

b. Develop long range career development programs for individual logistics personnel.

c. Prepare logistics annexes to Agency war plans, to include requirements for projected programs.

4. New objectives assigned as a result of acquisition of certain functions previously performed by the General Services Office are as follows:

a. Provide complete printing and reproduction service in support of all Agency operations including:

- (1) National intelligence estimates
- (2) Special National intelligence estimates
- (3) Current intelligence publications
- (4) Office of Research Reports
- (5) Intelligence maps
- (6) Scientific intelligence reports
- (7) [REDACTED]
- (8) Foreign Intelligence Information reports
- (9) [REDACTED]
- (10) Catalogs Accessions Lists
- (11) Intelligence Batch System cards
- (12) Graphics Registry Pictorial Library negatives and prints
- (13) [REDACTED]

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b. Develop a regulation setting forth Agency printing and reproduction policies and procedures.

c. Establish adequate Agency facilities for the reproduction of finished motion picture film.

d. Develop and implement a production reporting and cost accounting procedure for the central printing and reproduction plant.

e. Enlarge "K" Building printing facility consistent with operational requirements.

f. Control the assignment and utilization of building space and accomplish necessary moves within the metropolitan area of Washington.

g. Maintain buildings and facilities located within the metropolitan area of Washington.

h. Operate a central mail and courier service for the Agency.

i. Operate a central motor pool within the metropolitan area of Washington.

5. Analysis of the status of Logistics Office objectives indicates that significant progress has been made in all functional areas in the establishment and improvement of policies and procedures for the logistical support of Agency operations. Particularly significant is the development of Agency Regulations in connection with all functions and the furnishing of staff assistance to the field in the implementation of supply procedures. In addition to the completion of project-type objectives, Logistics Office components have provided increasingly effective logistical support to all Agency components.

6. Status of all major projects and objectives will be reviewed at the end of the fiscal year in order to determine the extent of progress thereon and to initiate new programs, if any are required, to accomplish missions assigned to the Logistics Office.

JAMES A. GARRISON
Chief of Logistics

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